



FY 2025 Special Conditions for Problem-Solving Courts (PSC) DISCRETIONARY GRANT

The Office of Problem-Solving Courts (OPSC) is a department in the Administrative Office of the Courts, Programs Division, responsible for assisting problem-solving courts in the development, maintenance, and advancement of a collaborative therapeutic system. OPSC has overseen the creation of problem-solving courts in 23 of the 24 jurisdictions in Maryland and works with public and private stakeholders to develop and establish best practices in problem-solving courts.

1. Eligibility

Circuit Courts that are currently approved or are in the process of developing a problem-solving court in Maryland are eligible to apply for grant funding.

2. Matching Funds

There is no match required for this grant. PSC grant funds can be requested for use as a match for a state or federal grant. A written request should be addressed to the OPSC Director for consideration and approval.

3. Funding Period

OPSC awards grants on the state's fiscal year cycle. Grants awarded for Fiscal Year 2025 will support Problem-Solving Courts from July 1, 2024, through June 30, 2025. All funds must be expended within this award period.

4. Reporting

All reports (financial, program/statistical, and goals summary) must be submitted electronically to the OPSC by the due dates outlined unless directed otherwise.

A. Statistical Reporting

Grantees are required to maintain program records and data on the State of Maryland Automated Record Tracking (SMART) system, or any data system identified by OPSC. All

statistical reports must be submitted electronically to the OPSC by the due dates outlined unless directed otherwise.

The quarterly schedule for statistical reporting is as follows:

<u>Reporting Period</u>	<u>Report Due Date</u>
1 st Quarter (July 1 thru Sept 30)	October 31
2 nd Quarter (Oct 1 thru Dec 31)	January 31
3 rd Quarter (Jan 1 thru Mar 31)	April 30
4 th Quarter (April 1 thru June 30)	July 31
Full Year w/Graphs – Tables 1 thru 16	July 31
Tables 17 and 18 w/o Graphs	July 31

B. Financial Reporting

Grantees are required to provide financial reports to the OPSC on a quarterly basis according to the due dates outlined below unless directed otherwise, even if the grantee did not expend any funds during the quarter.

The quarterly schedule for financial reporting is as follows:

Reporting Period	Report Due Date
1 st Quarter (July 1 thru Sept 30)	November 15
2 nd Quarter (Oct 1 thru Dec 31)	February 15
3 rd Quarter (Jan 1 thru Mar 31)	May 15
End of Year Estimate (unspent)	April 1
End of Year Final (unspent)	June 15 (estimated)
4 th Quarter (April 1 thru June 30)	August 15
Final Workbook (July 1 thru June 30)	August 15

C. Reporting on Goals, Objectives, and Measurable Outcomes

Each grantee is responsible for submitting a summary report of the FY 2023 Goals, Objectives, and Measurable Outcomes submitted in the grant and/or modified throughout the grant year. The summary will address how the goals were met or unmet through the course of this grant year and what challenges were met and overcome.

The summary reports must be submitted electronically to the OPSC by the due date

outlined below unless directed otherwise.

Summary Report Due Date:

September 1, 2025

D. Budget Modifications

Budget modifications are available to OPSC grantees to allow for budget adjustments among existing categories and to offer an opportunity to add new eligible actives during the given fiscal year. Budget modifications must be submitted electronically to the OPSC unless directed otherwise.

5. Grant Monitoring

Site visits may be conducted to verify compliance with the grant conditions. There are two types of site visits: financial and programmatic. Site visits of a financial nature only evaluate the fiscal administration of the grant. Programmatic site visits evaluate the direct services and operational components based on best practices, as well as state and national research on the problem-solving court models.

Staff will follow-up with grantees as needed to address incomplete reports, gather additional information, and assess performance. Follow-up will be made by phone and in person through site visits.

Contact your Grant Monitor with all program-related concerns.

Gray Barton	Gray.Barton@mdcourts.gov Director	410-260-3617
Jewel Johnson	Jewel.Johnson@mdcourts.gov Problem-Solving Court Program Manager Allegany, Baltimore, Carroll, Frederick, Garrett, Howard, Washington, Counties, and Baltimore City	410-260-3618
Sabrina Papps	Sabrina.Papps@mdcourts.gov Problem-Solving Court Program Manager Caroline, Cecil, Dorchester, Harford, Kent, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester Counties	410-260-2519
Robert Pointer	Robert.Pointer@mdcourts.gov Problem-Solving Court Program Manager Anne Arundel, Calvert, Charles, Montgomery, Prince Georges, and St. Mary's Counties	410-260-3619
Brenda Stansbury	Brenda.Stansbury@mdcourts.gov Program Manager-Grants - Workbook, Financial Reporting	410-260-3559

6. Contact Information

A. Grantee Contacts

Grantees are responsible for ensuring that OPSC is provided with accurate and up-to-date contact information for their program. This includes an email address, as the OPSC sends many important grant announcements by email.

B. OPSC Contact Information

Unless otherwise indicated, all grant communications with the OPSC should be sent by email to: OPSC.Grants@mdcourts.gov

PROBLEM-SOLVING COURTS ELIGIBLE ACTIVITIES/SERVICES

The following is a description of eligible activities and services that may be supported by and OPSC grant-funded project.

- ❑ Academic training/tutoring/GED assistance;
- ❑ Case manager and/or resource specialist (responsible for overseeing the ancillary service component of the Problem-Solving Court which includes developing case plans, facilitating access to services and monitoring participant progress, not clinical or a Division of Probation and Parole agent);
- ❑ Child care for court-ordered services only;
- ❑ Drug and alcohol testing;
- ❑ Education fees/testing;
- ❑ Employment services and/or vocational services;
- ❑ Family/marital counseling;
- ❑ Graduation/Acknowledgment celebration supplies (including food and/or beverages) *;
- ❑ Graduation/Acknowledgment certificate and frame;
- ❑ Health education/life skills;
- ❑ Housing alternatives/resources, short-term and emergency housing only;
- ❑ Medication for reentry purposes;
- ❑ Panel Attorney;
- ❑ Parenting/child development classes;
- ❑ Problem-Solving Court Coordinator (this is a non-clinical position, responsible for the efficient daily operation of the Problem-Solving Court which includes the planning, developing, monitoring, and evaluation of the Problem-Solving Court);
- ❑ Staff training and travel;
- ❑ State's Attorney's Office;
- ❑ Transportation (public and rideshare); and
- ❑ Trauma Treatment.

Requesting an item that is not listed in the above examples is acceptable and will be considered based on eligibility, need, goals, and funding availability. Please be sure that the item justifications are specific and detailed.

*Up to \$500 for each problem-solving court program can be used for food, beverages, and celebration supplies for the entire year. These items can only be utilized for celebration such as graduations and acknowledgment events.

PROBLEM-SOLVING COURTS INELIGIBLE ACTIVITIES/SERVICES

Grant funds **may not** be used to support the following services, activities, and costs:

- ❑ Any expense or service that is readily available at no cost to the grant or that is provided by other federal, state, or local funds;
- ❑ Construction;
- ❑ Food and beverages for non-graduation/acknowledgment celebration events**;
- ❑ Fundraising activities;
- ❑ Gift cards for program participants;
- ❑ Incentives**;
- ❑ Lobbying activities;
- ❑ Membership dues for groups or individuals;
- ❑ Petty Cash funds for miscellaneous undocumented items;
- ❑ Promotional gifts;
- ❑ Proselytizing, sectarian worship, or religious activities;
- ❑ Subscriptions;
- ❑ Vehicles or equipment for government agencies that are for general agency use; or
- ❑ Weapons, ammunition, explosives, military vehicles or purchase of vehicles or property.

Services or products that have not been previously allowed by OPSC may now be looked at on a case-by-case basis due to ongoing or anticipated emergencies.